

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
November 22nd, 2021 at 7:00 pm**

Note: Individual roll call has been taken after each motion.

7:00 pm Chair Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

Attendance: Chair Brien Brock, Selectman Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young, Town Administrator Andria Hansen, Accounting & Payroll Specialist Donna Becker and Administrative Assistant Linda Chandonnet.

NEW BUSINESS

Warrant Articles: Chair Carla Penfield of the Smyth Memorial Building Trustees came to talk to the Board about the \$3,500 Warrant Article. She explained that they will not have any money left over at the end of the year. They have roughly \$7,000 right now in which is obligated. They have a \$5,000 project that will begin this week for the roof repair of the Smyth Memorial Building, and a \$2,000 plus a land outside project that is going to be done before the end of the year, therefore they will have no money left.

In the past year they have had a chimney repair for a bill of \$2,900. She received a note from the company which said that if they could put up their sign on the lawn where they were working, and it would wash out the \$2,900 bill.

They have had to put in a new walkway that they were not expecting to repair, as it was falling apart. Excavation was required because it had to be torn up, widened and leveled in order to meet the ADA compliance guidelines and paid \$2,700. The excavation work was donated to them which totaled over \$10,000 and only had to pay a cost of \$6,000-\$8,000 for the walkway work. This is all money that they would be asking for however, now they will not need to.

They have another roof repair that they will need to complete next year, and they are waiting for a written estimate. A rough cost estimate of around \$15,000. Their plan is to look at the budget they submitted in the maintenance line which shows \$5,100 and that is all that they are looking for to repair the roof project. They will take the \$3,500 from the warrant article and place it into their savings account which currently has about \$11,000 that would bring the total to \$14,050. They will use the maintenance money and money from that account to do the roof repairs. Chair Brock mentioned that the other question was there any available funds in the Trust Funds. Ms. Penfield replied that they already used these funds. She confirmed that Master Roofers will be repairing the roof.

Ms. Penfield explained the details of the new furnace and all the work completed at the Smyth Memorial Building including all new duct work, renovating the furnace room and AC and that they had given back the \$7,000. She wants the Board to know all about the expenses information because she is tired of being picked on. The Budget Committee had cut their budget by \$7,600 and now they will not be able to pay their bills if she cannot convince them to put the money back.

Ms. Penfield explained the roof repair work they completed, including gutters and downspouts that needs to be repaired on the different sections of the building.

Ms. Penfield pointed out that the next Budget Committee's meeting is the Public Hearing, and she is hopeful the Board of Selectmen will support their request to give them back the money. Chair

Brock added that part of the reason it was not given is because the Budget Committee still had questions. Ms. Penfield stated that she was not available to attend that meeting.

ARTICLE M

MOTION: Selectman Young made a motion to see if the town will vote to raise and appropriate the sum of Three Thousand Five Hundred Dollars (\$3,500) to be placed in the existing Smyth Memorial Building Fund. Said funds to be expended under the direction of the Board of Selectmen. Seconded by Selectman Chivers.

Discussion opened with Selectman Dann asking for clarification of the gutter and downspouts for the Warrant Article. Ms. Penfield explained the money from the warrant article goes into their so called savings account and then they will be using some of that \$14,000 for the roof repair this year and next year. Selectman Russ asked about the gutters and in trying to separate them. Selectman Moran stated they have \$20,000 worth of maintenance due on the building next year. Ms. Penfield stated \$15,000 and that they are doing \$5,000 now. That will wash out and finish their budget for the year and they will not have any money left. If they should have any money left she would like to ask the Board to encumber it, because they do not have a hard number for the roof project yet. Selectman Chivers added that the Budget Committee already approved it. Ms. Penfield replied, for the warrant article, but they have not given her back the budget. Selectman Young mentioned that the budget committee has a lot to discuss about the budget because they made a lot of changes.

Ms. Penfield stated in previous years when she was on the budget committee they sent out notices to all departments on when they were having Budget Committee meetings. After she left the Budget Committee it has been handed off to the Town Office and Accounting & Payroll Specialist Donna Becker who was notifying them when the Budget Committee was having their meetings so everyone would know to be there. She had been waiting for an email to notify her when the meeting was taking place. She stated that her committee would like to be notified next year when the Budget Committee is having their meetings so they can attend. Chair Brock stated they will try to rectify that. Discussion ended.

All in favor. Motion carried by a vote of 5-0-0.

Approval of Minutes: Both Non-public Session Minutes for November 8th, 2021. None noted.

MOTION: Selectman Chivers made a motion to accept the November 8th, 2021 Non-Public Minutes as presented. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Approval of Minutes: Public Session Minutes for November 8th, 2021.

MOTION: Selectman Chivers made a motion to accept the November 8th, 2021, Public Session Minutes as amended. Opened for discussion. Line 314 correct Board to Committee. Line 229 correct Boar to Board. Discussion ended.

MOTION: Selectman Young made a motion to accept the November 8th, 2021, Public Session Minutes as amended. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

NEW BUSINESS:

Fire Department – Recommendation for Appointment: Selectman Chivers announced Fire Chief Young's recommendation for appointment of Julie Grubaugh as a member of Candia's Volunteer Fire Department.

MOTION: Selectman Chivers made a motion to accept Fire Chief Young's recommendation for appointment of Julie Grubaugh as a member of Candia's Volunteer Fire Department effective 11.22.2021. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Assessment of Lights at Town Building – Al Couch: Recycling and Energy Committee member Al Couch stated the assessment for the LED lighting at the Town Office Building is currently being worked on by Affinity LED Lighting and he will receive quotes as soon as they have all the power usage information for them to look at.

Al Couch explained that Standard Power of America is Candia's power broker, in which they search for sources of energy that are priced lower and try to use renewable energy. They keep Candia informed of what is going on and the newest thing is Community Power which is a program that a town pools all of its residents and businesses, to create a large lump of buying power so that you can buy energy at a lower price. If the Town chooses to accept it, residents may opt out if they choose, as participation is voluntary. See attached information.

In order to get the Community started with this program, a Community Power Committee would need to be created. The members will need to work out a detailed plan with Standard Power and are obligated to keep the public informed with regular meetings. If the town decides they would like to try this program and then a Committee has been formed, it will need to go to Town Meeting. It was concluded that it would be posted on the website and that they are looking for approximately 5 members. Once the Recycle & Energy Committee has volunteers, they will interview them and come back to the Board with a recommendation.

WARRANT ARTICLES

ARTICLE Y

To see if the town will vote to remove the existing cap to the annual contribution to the conservation fund established by Article 31 on the ballot for the March 10th, 2009 Candia Town Meeting. The current 25% fund of each Land Use Change Tax (LUCT) going into the conservation fund will remain unchanged.

There was a discussion and final decision was made to add the word current before 25% fund.

MOTION: Selectman Young moved to accept the Article Y as written. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE Z

To see if the Town will vote to raise and appropriate the sum of One Hundred Dollars Forty-Three Thousand Eight Hundred Fifty dollars for the operating expenses of the **Smyth Public Library**. Funds are to be expended under the direction of the Smyth Public Library Association.

MOTION: Selectman Chivers moved to accept the Smyth Public Library warrant article as written. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.

OTHER BUSINESS

Health Insurance: Accounting & Payroll Specialist Donna Becker stated that the Town Employees health insurance plan is with Harvard Pilgrim and gave information on various plan

options of different companies to choose from. There was a discussion on researching it more for next year since it is too late in the year to make a change now. The Board made the decision to keep Harvard Pilgrim for 2022.

Accounting & Payroll Specialist Becker informed the Selectmen that when they were working with the numbers earlier this year the Health Insurance was underbudgeted for this year, therefore when they go to look at next year's totals, it will look like it is more than it should be.

MOTION: Selectman Chivers made a motion to renew the current Harvard Pilgrim Health Insurance Silver Best Plan HMO LP300 for 2022. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

Selectman Young confirmed that the Budget Committee cut the bottom line of the town's budget to \$250,756. \$223,000 was from the Ambulance and \$27,756 was cut from Town's Operating Budget.

The Board had a discussion regarding the Budget Committee and if they will accommodate the Town Employees Health Insurance or if they will come back to say the Board will need to find someplace else in the budget to take money from.

Selectman Young asked if the Mosquito Control was added back into the budget? Accounting & Payroll Specialist Becker confirmed that it will be a Warrant Article. The \$650 for the Application Fee for the Mosquito Testing will all come out of the Warrant Article.

Selectman Young asked if the adjusted Recycling Budget had been applied to the one that the Budget Committee received the other day? And how much it was lowered? Selectman Dann confirmed that nothing was lowered, and that it was the same.

Selectman Young questioned the Board, if they had a Grant and if they asked for matching funds, if that is something that the Capital Improvement Fund and if they were going to add that wording to matching funds that they can pull from that without ruining someone's budget? Selectman Chivers confirmed yes.

Selectman Young confirmed that the Budget Committee did not approve any of the Charities in the Budget.

Chair Brock stated that the Safety Facility Committee will not push forward with the cost of the Police Department building, but they will be doing a Warrant Article that will include the land and Architecture & Engineering Fees.

OTHER BUSINESS

Locality Equipment Purchase Program: Selectman Chivers stated this program is available and a great opportunity for the State to purchase safety equipment. Candia may receive up to \$50,000 from the State provided the Town gives a 10% matching contribution. It would include the Ambulance or some of the equipment of the Fire Department. He asked the Board if they were interested in him filling out the application for this grant under this program? The Board agreed. Selectman Chivers mentioned that if the grant is accepted, then the Town needs to come up with

\$5,000 and asked where would it come from? Chair Brock added that there are two places they could take the money from, and he does not think they will need to put it into the budget.

Board to authorize the payments of payroll and payables. Selectman Chivers announced the payroll for the week ending November 18th was \$19,469.55, for week ending November 24th was \$21,615.40. Payables for week ending November 18th was \$18,411.37 of which the paving cost \$88,930.02. For week ending November 24th was \$109,898.03 for a combined total of \$169,394.35.

MOTION: Selectman Chivers made a motion to approve accounts payable and payroll checks for a total of \$169,394.35. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Chair Brock asked Selectman Chivers to have the Road Agent repair the Town Office building parking lot turnouts. Beth Chalbeck (resident) mentioned that there is a problem with the paving company coming to do the paving right now as the company is very busy. Chair Brock also would like the Road Agent to take a look at Chester Turnpike Road shoulders in order not to lose the road when they begin snow plowing. Selectman Dann asked if the Road Agent can also look at the roundabout at the Recycle Center and add some grave. Selectman Young mentioned the repair work needed on Donovan Road. Selectman Moran asked if the Road Agent can have a company come in with a hot pack for repairing the potholes on the roads.

Selectman Chivers noted that they have Capital Reserve Accounts for the Fire Department, Town Hall, the Town and that the Recycle Center should have its own Capital Reserve Fund. They should be setting aside some money every year so they can replace the capital assets that depreciate. He indicated that they would need to establish a committee to determine the assets there and to make a recommendation of what the annual contribution to the Capital Reserve Fund would be and then it could go into a Warrant Article. Selectman Young stated to get a fund established and started now and to start low, and that they would not need a committee. Selectman Chivers stated that they should have a Warrant Article in for this year of approximately \$10,000.

Selectman Dann read a letter he received from a resident stating Employee Nick Broadwater at the Recycle Center is an asset to the Town.

The Town Employees Christmas Party will be on December 10th, 2021 and the Town Offices will close at 12:00pm.

- The next Board of Selectmen's meeting is scheduled for December 13, 2021 @ 7:00pm.

Public Input: None noted.

8:52 pm Selectman Dann made a motion to adjourn the Public Meeting. Seconded by Selectmen Moran. All in Favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary